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ACCESS CONTROL POLICY
SCHOOL OF EDUCATION

1. PURPOSE: To ensure the safety and security of persons and property in School of Education spaces.

2. SCOPE
   a. This policy applies to all methods of access control in School of Education spaces – mechanical locks, push button locks, lock boxes, alarm panels and electronic card access.
   b. This policy applies to all spaces assigned to the School of Education as defined in the UW-Madison Space Management Office database.
   c. This policy applies to key control for open workstations and storage in shared offices and shared storage spaces.
   d. This is the minimum level of key and access control required for any School of Education department or unit.
      (1) Departments and units can draft and submit additional key and access control policies that exceed the requirements of this policy, if needed. Additional key and access control policies must be submitted to the SoE Access Controller for approval. Approved submissions will be included in this policy as addenda.

3. REFERENCES
   a. University of Wisconsin Administrative Code UWS 18.08 PHYSICAL SECURITY COMPLIANCE (see appendix A)
   b. School of Education Room Inventory – campus record from Space Management Office that contains division/department/activity information for every space on campus.

4. DEFINITIONS
   a. Access – ability to gain entry to a room or area that is protected by a physical security device (key, code, or card reader)
   b. Alarm System – Security equipment that alerts UWPD of an unauthorized intrusion
   c. Automated Key Cabinet – a storage unit that allows automated, electronic key issuance to authorized users
   d. Card (or key card) – a card that interacts with an electronic security system
   e. Card Access – Electronic system allowing an enabled card to swipe a card reader to unlock a door
   f. Code – a numbered sequence that allows authorized persons access to a space via push button lock, lock box, or alarm system
   g. Deposit – monetary payment made by a key holder at the time of key issuance
   h. Employee – any person with a paid appointment in the School of Education
   i. Issuance – providing a key and/or access to an eligible person
   j. Issuance, Daily – providing a key and/or access to a person for daily use, key is checked out and returned each day
   k. Key – a physical key that operates a mechanical lock mechanism
   l. Lock Box – a box mounted on a door that contains a key. Users enter a preset code on the box to gain access to the key. The key is returned to the lock box after the user opens the door
   m. Master Level Key – a master, grand master, or great grand master key as defined by UW Lockshop; a key that opens all, or a large portion, of an entire building.
   n. Push Button Lock – a lock mechanism installed in a door which includes a built-in keypad. Users enter a preset code to open the door.
   o. SoE Access Controller (AC) – Division level employee (and alternate) designated by the Dean to oversee access control policy across the School of Education
p. SoE Local Access Controller (LAC) – Facility Manager or Department/Unit employee designated by the SoE Access Controller to manage non-master level keys and access control for a subset of SoE spaces
   (1) SoE Local Access Controllers are identified by the SoE Access Controller in the following priority order: facility managers, department/unit employees

5. RESPONSIBILITIES
   a. Campus
      (1) UW Police: The Chief of Police has been designated as the overall authority for key control implementation, policy and internal audits of key control
      (2) Physical Plant – Lockshop Manager is responsible for creating a mechanical keying system that ensures security to departments occupying buildings or facilities and for coordinating new systems
   b. School of Education
      (1) Dean of the School of Education – oversee implementation of campus access policies in the School; designate a SoE AC
      (2) SoE AC
         1. Implement and maintain SoE access control policy based on campus policy and campus security guidelines
         2. Process all key requests for master level keys in SoE (Great Grand Master, Grand Master, and Master)
            a. Only the SoE AC is authorized to order master level keys from UW Lockshop
         3. Maintain accurate record of master level key assignments for SoE, including recovery of master level keys from personnel whose employment or appointment is terminated or transferred to another department
         4. Report any lost or stolen keys to UWPD and UW Lockshop immediately
         5. Review and approve any request for master level re-keying in SoE
         6. Review and approve any request for new card access systems in SoE
         7. Coordinate re-keying with SoE LACs and departments/units
         8. Execute annual access review for SoE
         9. Manage all automated key cabinets in SoE
            a. Coordinate physical installation with SoE LACs, UW FP&M, UWPD, and vendors
            b. Coordinate network connections and software configuration with DoIT, SoE IT staff, and vendors
            c. Coordinate and execute loading of keys and other items in electronic key cabinets
            d. Review, approve, and execute key/item permissions
            e. Review, approve, and execute administrative permissions for electronic key cabinet management
   (3) SoE LACs (and alternates)
      1. Process all requests for non-master level keys and card access for assigned subset of SoE spaces (see appendix C for LAC space assignments)
      2. Order additional keys from UW Physical Plant as needed
         a. Only SoE LACs are authorized to order non-master level keys from UW Lockshop
      3. Issue keys, card access, and codes to employees based on the criteria in this policy
4. Maintain accurate log for manual daily checkout keys
5. Recover keys and remove card access permissions for personnel whose employment or appointment is terminated or transferred to another department
6. Maintain accurate record of issued keys and codes for assigned subset of SoE spaces
   a. SoE LACs will be held responsible for any missing keys for which there is no documentation of issuance
7. Retain spare keys in an approved, tamper resistant lock box
   a. Ensure that stored keys are not labeled or identified indicating their access area(s)
8. Report any lost or stolen keys or Wiscards to UWPD, UW Lockshop, and SoE AC immediately.
9. Participate in annual SoE access control audit
10. Support automated key cabinets that serve LAC-assigned spaces
   a. Submit key permission requests to SoE AC
   b. Assist end users with cabinet operation as needed
   c. Report problems to SoE AC and assist with troubleshooting

c. SoE Departments and Units
   (1) Department Chair or Unit Director
      1. Educate department/unit employees regarding UW and SoE key policies, including security risks and monetary penalties resulting from lost keys and/or unauthorized use of card access
      2. Approve and submit master level key requests to SoE AC
      3. Notify SoE AC of departing employees that possess a master-level key
      4. Submit requests for high-security or specialized lock or access mechanisms to the SoE AC

   (2) Supervisors
      1. Educate employees regarding UW and SoE key policies, including security risks and monetary penalties resulting from lost keys and/or unauthorized use of card access
      2. Approve and submit non-master level key, card access, code, and electronic key cabinet requests to the appropriate SoE LAC(s) or to the SoE AC
      3. Notify SoE LAC(s) of departing employees that possess keys, card access, or codes

   (3) Department or Unit
      1. Keep spare non-master level keys in a locked box or cabinet when keys are not in use
         a. No spare master level keys shall be kept in SoE LAC inventories
         b. No department shall keep master level keys available for daily checkout
      2. Maintain accurate log for manual daily checkout keys
      3. Pay for any key cutting required for any key request submitted to the SoE AC or a SoE LAC
         a. Departments and Units must supply a Physical Plant Cost Center number at the time of the request
      4. Pay for any re-keying necessary due to a lost key(s) by a department/unit employee
      5. Pay for materials and installation of any requested push button locks, lock boxes, alarm systems, or card access equipment
(4) Key Holder
1. The holder of a key to any university facility assumes responsibility for the safekeeping of the key and its use. The key will not be loaned or made available to others. When leaving a campus area(s) or building(s) ensure that all doors are secured as they were upon arrival.
2. Master level keys issued to individual key holders shall not leave the building
   a. Master level key holders must secure such keys any time they are not actively in use
3. Report any lost or stolen keys or Wiscards to the appropriate SoE Local Access Controller immediately
   a. See Appendix A for details on UW System Policies for Physical Security Compliance (UWS 18.08) and Penalties (UWS 18.13)
4. Card access is intended for the authorized employee only
5. Employees with card access authorization may only bring other UW-Madison employees or guests into restricted areas for official UW-Madison related activities
6. At no time shall an employee with card access authorization lend his/her Wiscard to another person
7. Push button lock, lock box, and alarm codes must remain confidential
   a. Persons issued these codes are not permitted to distribute or otherwise communicate them to others

6. ELIGIBILITY
   a. General Statement on Eligibility
      (1) Persons who meet the eligibility criteria below should be issued the lowest level key(s) and/or access possible.
      (2) Higher level keys that open multiple doors shall not be issued for the convenience of the key holder.
   b. Master Level Keys
      (1) Standard Eligibility
          1. May only be issued to SoE employees with paid appointments whose job duties require regular access to all spaces opened by the requested master level key
      (2) Automated Key Cabinet Eligibility
          1. May be checked out to UW employees with paid appointments
          2. Master level keys shall be available to eligible key holders only via automated checkout if an automated key cabinet is installed in the facility
   c. Non-Master Level Keys
      (1) May be issued to SoE employees, currently enrolled students, and registered volunteers
      (2) May be issued to Emeritus faculty if he/she has a space assignment in a department
          1. Keys shall only be issued for spaces to which an Emeritus faculty needs regular access as part of their activities
   d. Card Access
      (1) May be issued to SoE employees, currently enrolled students, and registered volunteers.
          1. Shall only be issued for spaces to which an employee/student needs regular access as part of their job/course activities
          2. SoE LACs must submit access authorization rules to the SoE AC detailing eligibility criteria for each card access area under his/her control
   e. Push Button Locks, Lock Boxes, and Alarms
      (1) Codes may be issued to SoE employees and currently enrolled students
1. Codes shall only be issued for spaces to which an employee/student needs regular access as part of their job/course activities

   (1) Definition
      1. Key is checked out in-person from a SoE LAC to a key holder for one-day use
   (2) Master Level Keys
      1. No master level keys shall be available for manual daily checkout
   (3) Non-Master Level Keys
      1. May be checked out to UW employees, enrolled students, registered volunteers, and visitors

g. Daily Checkout - Automated
   (1) Definition
      1. Key is checked out at an automated key cabinet for one-day use
   (2) Master Level Keys
      1. May only be checked out by UW employees with paid appointments
   (3) Non-Master Level Keys
      1. May be checked out to UW employees, enrolled students, registered volunteers, and visitors

7. ISSUANCE
   a. All access must be requested in writing by a department or unit (see Appendix B for SoE Standard Access Control Practices)
      (1) Master Level Keys must be requested by a department chair or unit director
      (2) Non-master Level Keys must be requested by the employee’s supervisor or administrative staff; or by the administrative staff in the student and/or volunteer’s primary department
      (3) Card Access must be requested by the employee’s supervisor or administrative staff; or by the administrative staff in the student and/or volunteer’s primary department
      (4) Push Button Lock and Lock Box codes must be requested by the employee’s supervisor or administrative staff; or by the administrative staff in the student and/or volunteer’s primary department
   b. Keys and Card Access may only be issued after an employee’s official start date as listed in HRS; or after the start the term for which a student is enrolled; or after a volunteer has registered
   c. Master Level Keys
      (1) Issued directly from UW Lockshop
         a. Employee must pick up master level keys in person at the UW Lockshop
            a. Employee must present a valid Wiscard to receive a master level key
   d. Non-Master Level Keys
      (1) Must be issued directly from a SoE LAC
         1. Key holder must pick up non-master level keys in person
            a. Key holder must present a valid Wiscard to receive a non-master level key
            b. Key holder must sign a Key Issue Form for each key
               i. A dated receipt showing all issued keys must be given to the employee at the time of issuance
               ii. Receipt may be a paper copy of the Key Issue Form(s), or scan of the Key Issue Form(s) that is sent to the employee via email
   e. Card Access
      (1) Card Access is authorized by the appropriate SOE LAC via the campus security database
(2) The SoE LAC must send notice of the authorized areas to the employee, student, or volunteer via email

f. Push Button Locks, Lock Boxes, and Alarms
   (1) Codes for these devices must be issued by the SoE LAC via email

g. Daily Checkout - Manual
   (1) Persons checking out daily keys from a SoE LAC must complete and sign a log book that includes:
      1. Name, phone number, email address, dept/org, key(s) checked out, date and time
      2. Place for LAC to sign that key(s) was returned

h. Daily Checkout – Automated
   (1) Key holder must use his/her Wiscard at the automated key cabinet to checkout authorized keys
   (2) Automated key cabinet transactions are automatically logged

8. RETURN
   a. It is the department and supervisor’s responsibility to notify the appropriate SoE LAC(s) that an employee is departing; or that a student will no longer be enrolled; or that a volunteer will no longer be serving in that role
      (1) Notice must be sent in writing or via email at least 5 business days prior to the key holder’s final day
   b. Master Level Keys
      (1) Must be returned directly to the UW Lockshop by the employee
   c. Non Master Level Keys
      (1) Must be returned to the appropriate SoE LAC(s) by the employee
         1. A dated receipt showing all returned keys must be given to the employee at the time of return
            a. Receipt may be a paper copy of the Key Issue Form(s), or scan of the Key Issue Form(s) that is sent to the employee via email
   d. Card Access
      (1) Must be disabled no later than a key holder’s last day
   e. Push Button Locks, Lock Boxes, and Alarms
      (1) SoE LAC(s) must change the codes on these devices at least twice per fiscal year.
      (1) Must be returned to the SoE LAC by close of business on the day of checkout
         1. SoE LACs must note daily keys as returned in the standard SoE Daily Key Checkout Log
   g. Daily Checkout – Automated
      (1) Must be returned to the automated key cabinet no later than 11:59pm on the day of checkout

9. LOST KEYS
   a. A fee of $75 per key, up to $500 per occurrence, will be assessed for each lost key
      (1) No replacement key(s) shall be issued until the fee is paid by the key holder
   b. If a key holder loses a key(s) repeatedly, SoE reserves the right to stop issuing replacement key(s) to that individual

10. DEPOSITS
    a. Deposits shall not be collected by SoE LAC’s for keys and/or access codes.
11. KEY & ACCESS INFRASTRUCTURE
   a. Re-keying
      (1) All re-keying must be done by UW Lockshop
      (2) All re-keyed locks must remain operable by building master level key(s)
          1. Special justification must be provided for high security rooms that require an exception to this rule
   b. Card Access
      (1) Hardware and installation requests are subject to review by UW Physical Plant and Security
      (2) No keys may be distributed for doors that have card access installed
   c. Alarm Systems
      (1) All alarm system requests are subject to mandatory review by UWPD
      (2) All alarm systems must be installed by UW Physical Plant
   d. Push Button Locks
      (1) As of July 1, 2016, new push button locks may no longer be installed for any SoE doorway
      (2) Existing push button locks will be replaced:
          1. If hardware can no longer be maintained
          2. As funds allow
   e. Lock Boxes
      (1) As of July 1, 2016, new lock boxes may no longer be installed for any SoE doorway
      (2) Existing lock boxes will be phased out as funds allow
   f. Automated Key Cabinets
      (1) Installation must be approved by and coordinated with SoE AC and UW Physical Plant
      (2) SoE AC shall manage all automated key cabinet permissions for keys and for administrative software access
      (3) Keys stored in automated key cabinets shall be prioritized as follows:
          1. Master level keys
          2. Submaster and/or group master keys
          3. High security rooms (i.e., cold rooms, HIPPA data)
          4. High volume keys
             a. For example, keys available via cabinet rather than issuing many keys to a space used by many staff and/or students
          5. Occasional use keys
             a. For example, keys available for meeting rooms or other reserved spaces
      (4) If a key is available via an automated key cabinet, all other copies must be taken out of circulation if at all possible
      (5) If an automated key cabinet is installed in a facility, master level keys shall be available only via the cabinet
          1. Master level keys shall not be issued to individuals in these facilities

12. RECORD KEEPING
   a. Issued Keys
      (1) A standard Key Issue Form must be completed, in full, for each key issued
          1. SoE LACs must retain a Key Issue Form until the corresponding key is returned
      (2) All issued keys must be recorded electronically and the following information must be available at any time:
          1. Keys and access currently issued to an individual key holder
          2. Key holders that have access to an individual door
3. Key holders per individual key
4. Key return/access deactivation for an individual door
5. Key return/access deactivation for an individual key holder

b. Returned Keys
   (1) Keys must be recorded as returned in the electronic record
   (2) Key Issue Form(s) must be destroyed after electronic record is updated and key holder
        has received a receipt for the returned keys

c. Lost Keys
   (1) Keys must be recorded as lost in the electronic record
   (2) SoE AC will notify LAC(s) when lost key fee has been paid in full
       1. Payment must be recorded in the electronic record
       2. Key Issue Form(s) for lost key(s) must be destroyed

d. Key Inventory
   (1) Key inventory must be kept electronically
   (2) Keys stored in an SoE LAC’s key box shall not have any labels or tags indicating a
        building or room
   (3) Only the key inventory file shall contain both the box tag number and/or stamped key
        code and the building or room information
   (4) Key inventory file must indicate how many keys are currently issued and how many are
        in the key box
   (5) Push Button Lock and/or Lock Box codes shall be stored in the key inventory file

e. Card Access
   (1) All card access permissions are available from the campus security database
   (2) No additional record keeping is needed for card access permissions

f. Push Button Locks, Lock Boxes, and Alarms
   (1) Each person to whom a code is issued must be recorded in the electronic record,
       including the code he/she is given
   (2) At each code change, previous code records must be listed as expired and each person to
       whom the new code is issued must be recorded as a new record in the electronic record

13. COMPLIANCE STANDARDS FOR SOE LACs
   a. All persons issued a key(s), card access, or code(s) must meet the eligibility criteria detailed in this
      policy
   b. All keys must be accounted for
      (1) SoE LAC key issuance records and key inventory records must match
      (2) SoE LAC records must also match UW Lockshop records for the number of keys cut
   c. SoE LAC records must indicate that alarm, push button lock, and key box codes are changed at
      least twice per fiscal year
   d. Non-Compliance
      (1) In the event of repeated non-compliance with this policy, the SoE AC reserves the right
          to re-assign SoE LAC duties to another SoE employee or department/unit
ADENDUM 1 – CARD ACCESS CRITERIA AT EDUCATION BUILDING

1. PURPOSE: To define who is eligible for card access to various areas of the Education Building.

2. SCOPE
   a. This addendum applies to all card access areas at the Education Building.

3. ELIGIBILITY
   a. Exterior Doors
      (1) May be issued to any UW-Madison employee who needs regular access to the building after hours as part of their job duties.
      (2) May be issued to any currently enrolled SoE graduate student.
      (3) May be issued temporarily to any UW-Madison employee or student for the duration of an event, if necessary.
   b. Graduate Student Lounge (room 359)
      (1) May be issued to any currently enrolled SoE graduate student.
      (2) May be issued to UW-Madison employees that are required to maintain the facility or technology in the Graduate Student Lounge.
   c. Shower Rooms (Level L1 restrooms)
      (1) May be issued to any UW-Madison employee or currently enrolled SoE graduate student upon request
   d. Data Center (room L296)
      (1) May be issued to SoE employees that are required to maintain facilities or technology in this space.
      (2) May be issued to UW-Madison employees that are required to maintain facility and/or technology infrastructure in this space.
      (3) MERIT will review all requests for data center access.
   e. Telecom Rooms (all floors)
      (1) May be issued only to UW employees that are required to maintain facility, network or telecommunications equipment.
   f. Level L1 West Hallway
      (1) May be issued only to SoE employees that need regular access to this area after hours as part of their job duties.
   g. Room L118
      (1) May be issued only to SoE employees that need regular access to this area as part of their job duties.
   h. Wellness Room (room 261)
      (1) May be issued to SoE employees upon request.
      (2) May be issued to any UW employee or student in need of private, secure space for personal or medical reasons.
   i. First Floor – West Stairwell
      (1) May be issued only to SoE employees that need regular access to this area as part of their job duties.
   j. Lot 10 Bike Locker
      (1) This area is managed by UW Transportation. SoE does not manage access to this area.
ADENDUM 2 – ACCESS CONTROL FOR TANDEM PRESS

1. PURPOSE: To define how keys and access are managed at Tandem Press in relation to the SoE Access Control Policy.

2. SCOPE
   a. This addendum applies access control at Tandem Press.

3. ACCESS CONTROL AUTHORITY
   a. Access control at Tandem Press facilities is fully delegated to the Director of Tandem Press
   b. Tandem Press, UW-Madison Space Management, and the off campus property owner will determine the proper level of key and access management.
   c. SoE Access Controller will provide consultation and support as needed.
ADENDUM 3 – ACCESS CONTROL FOR
OFFICE OF CHILDCARE AND FAMILY RESOURCES (OCCFR)

1. **PURPOSE:** To define how keys and access are managed at OCCFR in relation to the SoE Access Control Policy.

2. **SCOPE**
   a. This addendum applies access control at OCCFR facilities.

3. **ACCESS CONTROL AUTHORITY**
   a. Access control at OCCFR facilities is fully delegated to the Director of OCCFR and their facilities partner, UW-Housing.
      (1) OCCFR and UW-Housing will determine the proper level of key and access management.
      (2) SoE Access Controller will provide consultation and support as needed.
APPENDIX A
University of Wisconsin Administrative Code

1. UWS 18.08
   (6) PHYSICAL SECURITY COMPLIANCE.
   (a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.
   (b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.
   (c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.
   (d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.

2. UWS 18.13 Penalties.
   Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than $500, as provided in s. 36.11 (1) (c), Stats.
   Note: Violations of the rules in ss. UWS 18.06 to 18.12 will be processed in accordance with the citation procedure established in s. 778.25, Stats.
   History: Cr. Register, March, 1976, No. 243, eff. 4–1–76; am. Register, November, 1991, No. 431, eff. 12–1–91; CR 08–099; renum. from UWS 18.07 and am. Register August 2009 No. 644, eff. 9–1–09.
APPENDIX B - STANDARD ACCESS CONTROL PRACTICES

PURPOSE: This document details the day to day procedures and records required of all SoE Local Access Controllers (LACs).
1. **Processing Access Requests**

All requests must be made in writing. Please allow one week for processing. See workflow below:

**SOE ACCESS REQUEST FLOW**

- **Supervisor submits a SoE Access Request Form to the appropriate LAC**
  - **LAC review – request approved?**
    - YES: LAC notifies supervisor
    - NO: Email supervisor with questions
  - **LAC notifies supervisor**
    - QUESTIONS: Questions or straight non-approval?
      - NOT APPROVED: Email supervisor with justification
  - **LAC sends codes to employee via email**
    - Include text from SoE Access Policy – Section 5, (4), 6-6a.
  - **LAC Record Keeping**
    - LAC enters the employee and code(s) in the SoE Access Record spreadsheet
    - LAC sends notice via email to employee and supervisor listing assigned card access areas
    - LAC Record Keeping
      - None
    - Card access records exist in the campus security database.

**KEYS**

- LAC notifies supervisor and employee via email of approval and instructions for key pick up
- Employee picks up key(s) in person from LAC
- Employee must show a valid ID. A Key Issue Form is signed for each key issued.
- LAC issues a receipt to the employee showing each key issued and date of issuance
- LAC Record Keeping
  - LAC enters the employee and each key in the SoE Access Record spreadsheet
  - File the physical Key Issue Forms by last name
  - Update the Key Inventory File

**CODES**

- LAC sends codes to employee via email
  - Include text from SoE Access Policy – Section 5, (4), 6-6a.
2. Processing Access Deactivation & Key Returns

**SOE ACCESS DEACTIVATION/KEY RETURN FLOW**

- **Supervisor** notifies appropriate LAC that a key holder is leaving.
- LAC checks Access Records for the departing key holder.
- LAC sends notice to the key holder informing him/her which keys must be returned, where to return them, and the date by which they must be returned. The notice will also include effective ends dates for codes and card access.
- Employee returns keys in-person to the necessary LAC(s) by the due date.
- SoE LAC(s) deactivate codes and card access as needed on the effective deactivation date.
- LAC sends notice to the key holder informing him/her which keys must be returned, where to return them, and the date by which they must be returned. The notice will also include effective ends dates for codes and card access.
- Key Holder does not return key(s) to appropriate LAC(s) by due date.
- LAC(s) notify SoE AC of non-returned keys.
- AC emails the key holder an invoice for the lost keys. 1 week to pay or return keys.
- Yes: Key(s) returned or invoice paid?
- No: SoE AC notifies UWPD of missing keys and provides employee information for them to follow up. Employee is notified via email that the matter is referred to UWPD.
- AC notifies UWPD and UW Lockshop of non-returned keys. AC, LAC, UWPD, and UW Lockshop determine if re-keying is needed based on non-return.
3.  Lost Key

**SOE LOST KEY PROCESS**

1. Employee reports lost key(s)
2. LAC(s) report lost keys to SoE AC, UWPD and UW Lockshop
3. SoE AC issues invoice to employee for the $75 per key fee. Payments are made directly to the AC. Payment instructions are on the invoice.
4. Fee paid?
   - **NO**: No key(s) may not be issued until the lost key fee is paid
   - **YES**: LAC(s) may re-issue key(s) to the employee/student
5. If a key holder loses a key(s) repeatedly, SoE reserves the right to stop issuing replacement key(s) to that individual

UWPD, UW Lockshop, AC, and LAC will consult on need for re-keying. Ultimate decision rests with UWPD, Risk Management, and UW Lockshop.
4. Internal Access Control Review Process

**SOE ACCESS CONTROL – REVIEW PROCESS**

SoE Access Controller will conduct a review with each Local Access Controller at least once, and no more than twice, per fiscal year. Review criteria are detailed in SoE Access Control Policy section 5.b.(3) “Responsibilities – SoE LACs” and Section 13 “Compliance Standards for SoE LaCs.”

AC notifies LAC of upcoming review at least 2 weeks prior to review date.

LAC will be required to make all access control files, electronic records, and key boxes available to AC at time of review.

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**Review Process**

- **Keys**
  - Verify that all key holders listed with keys on the Access Record spreadsheet meet eligibility requirements.
  - Verify that all key holders listed on the Access Record spreadsheet have a signed Key Issue Form on file with the LAC.
  - Check Access Record spreadsheet against Key Inventory File to verify that key quantities match.
  - Check Key Inventory File against UW Lockshop key cutting records to verify that key quantities match.
  - Check Daily Key Checkout Logs to spot check for accuracy and completeness.
  - Check Access Record spreadsheet for master level keys issued. Verify that master level key holders meet eligibility requirements and have been issued master level keys directly from UW Lockshop.

- **Codes**
  - Verify that all key holders listed with codes on the Access Record spreadsheet meet eligibility requirements.
  - Verify that codes have been changed and re-issued at least twice per fiscal year.
  - Spot check old codes at push-button locks, key boxes, and/or alarm panels to verify they are no longer active.

- **Card Access**
  - Verify that all key holders listed in the campus card access database meet eligibility requirements for each card access area.
## SoE Local Access Controllers (LACs)

<table>
<thead>
<tr>
<th>LAC (Alternate)</th>
<th>Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education Building</strong></td>
<td></td>
</tr>
<tr>
<td>José Escobar (Lindsey Honeyager)</td>
<td>All spaces and all departments/units in the building</td>
</tr>
<tr>
<td><strong>Lathrop</strong></td>
<td></td>
</tr>
<tr>
<td>Al Leggett (Sally Roedl)</td>
<td>All spaces and all departments/units in the building</td>
</tr>
<tr>
<td><strong>Educational Sciences</strong></td>
<td></td>
</tr>
<tr>
<td>Brandon Schmidt (Becki Kohl)</td>
<td>WCER spaces</td>
</tr>
<tr>
<td>Ben Fortney (Jim Wollack)</td>
<td>Testing and Evaluation spaces</td>
</tr>
<tr>
<td>Stephanie Graham / Kristy Kelly</td>
<td>Counseling Psych / School Psych Clinic Spaces</td>
</tr>
<tr>
<td>Steve Potter (Heidi Udelhoven)</td>
<td>Ed Psych spaces</td>
</tr>
<tr>
<td><strong>Teacher Education Building</strong></td>
<td></td>
</tr>
<tr>
<td>Erin Lewerenz (Lisa Sigurslid)</td>
<td>C&amp;I and EOP spaces in Teacher Ed</td>
</tr>
<tr>
<td>Lori Zradicka (Anna Lewis)</td>
<td>MERIT spaces in Teacher Ed</td>
</tr>
<tr>
<td>Megan Schleisman (K.T. Horning)</td>
<td>CCBC spaces in Teacher Ed</td>
</tr>
<tr>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>Josh Wampole (Tim O’Neill)</td>
<td>Art spaces in Humanities</td>
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<tr>
<td><strong>Art Lofts</strong></td>
<td></td>
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<tr>
<td>Josh Wampole (Tim O’Neill)</td>
<td>Art spaces in Art Lofts</td>
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<tr>
<td><strong>Gym-Nat</strong></td>
<td></td>
</tr>
<tr>
<td>Lorenzo Contreras (Greg Dierks)</td>
<td>Kinesiology spaces in Gym-Nat</td>
</tr>
<tr>
<td><strong>MSC/Bardeen</strong></td>
<td></td>
</tr>
<tr>
<td>Steve Wright (Lorenzo Contreras)</td>
<td>Kinesiology (OT, Anatomy Lab, Physiology)</td>
</tr>
<tr>
<td><strong>Red Gym</strong></td>
<td></td>
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<tr>
<td>Dean Ladwig (Lisa Chambers)</td>
<td>Morgridge Center spaces in Red Gym</td>
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<tr>
<td><strong>Vilas Hall</strong></td>
<td></td>
</tr>
<tr>
<td>Robin Fisher (Terri Bonner)</td>
<td>Theatre and Drama spaces in Vilas</td>
</tr>
</tbody>
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